

Rotating Overnight Safe Parking Pilot Program Program Description

- A. Purpose and Intent.** The Director's Action Permit for the Safe Parking Facility at the site locations listed below will provide homeless households (individuals & families) with vehicles a safe place to temporarily park overnight to help facilitate the transition to permanent housing. This program is focused on serving individuals; families who need these services will not be turned away but will be referred to more appropriate programming. These standards and requirements are intended to ensure that safe parking facilities will be compatible with surrounding uses and effective at facilitating participants' transition to permanent housing.
1. Calle Joaquin Park and Ride, 1545 Calle Joaquin
 2. City Corporation Yard, 25 Prado Rd
 3. Damon Garcia Sports Complex Parking Lot, 680 Industrial Way
 4. Journey Christian Fellowship, 317 Foothill Blvd
 5. Renovate Church, 2075 Johnson Ave
- B. Permit Required.** The establishment of any safe parking site shall require a Director's Action Permit approval where allowed, consistent with Municipal Code Chapter 17.10, Table 2-1: Uses Allowed by Zone.
- C. Accessory Use in Residential Zones.** The safe parking program sites are located within the Tourist Commercial (C-T), Public Facility (PF), Medium Density Residential (R-2), and Low Density Residential (R-1) zones. Per the City's Zoning Regulations Section 17.86.230, if located in the R-1, R-2, R-3, and R-4 zones, safe parking is only allowed when accessory to a public assembly or religious assembly facility.
1. Calle Joaquin Park and Ride, 1545 Calle Joaquin (C-T)
 2. City Corporation Yard, 25 Prado Rd (PF)
 3. Damon Garcia Sports Complex Parking Lot, 680 Industrial Way (PF)
 4. Journey Christian Fellowship, 317 Foothill Blvd (R-1)
 5. Renovate Church, 2075 Johnson Ave (R-2)
- D. Application Requirements.** Whenever CAPSLO (or, a property owner who is affiliated with CAPSLO) submits a Director's Action Permit application for consideration under the Safe Parking Program Administrator Permit, as a part of the application, sufficient information shall be submitted to the Community Development Department to determine whether the proposed safe parking facility complies with the provisions of the Municipal Code Chapter 17.86 (Safe Parking Regulations). In addition to the required Director's Action Permit application checklist items, the application will include the following:
1. Site plan indicating the location of trash and recycling facilities, water, restroom facilities, exterior light fixtures, location and distances to residential properties, public transportation, and location of designated overnight parking spaces.
 2. Hours of operation.

3. Monitoring and Oversight Plan.
4. Neighborhood Relations Plan.
5. Sufficient information to determine that the property owner is affiliated with CAPSLO to manage the site and meet the performance standards identified in Safe Parking Regulations.
6. Any other information the Director may determine is necessary to ensure compliance with the provisions of the Safe Parking Regulations.

E. Performance Standards.

1. **Social Services Provider.** CAPSLO has been funded by the City and County to provide homeless day and sheltering services for approximately 20 years. In addition, CAPSLO has provided case management services to homeless individuals and families for over 10 years.
2. **Case Management.** CAPSLO will ensure that all Safe Parking Program participants are required to be enrolled in case management to facilitate the transition to more permanent housing.
3. **Background Check.** CAPSLO will ensure that a 290/Megan's Law (Registered Sex Offender Registry) background check is complete for all Safe Parking Program participants (see CAPSLO Safe Parking Program Screening form). The Safe Parking Program will not accommodate participants with this criminal background status.
4. **Restroom, Water and Trash Facilities.** CAPSLO in partnership with the City of San Luis Obispo will ensure that restrooms, water, and trash facilities will be provided for evening use, and that regular trash and restroom maintenance is provided.
5. **Residency Preference.** CAPSLO will ensure that preference is given to local residents (with proof of residency in the County for a minimum period of six months within the last two years). Residency preferences will be verified during the case management intake process.
6. **Buffer from Residential Use.** CAPSLO will ensure that the safe parking facilities are located at least 50 feet from the nearest property which contains residential uses.
7. **Authorized Vehicles Only.** CAPSLO will ensure that only vehicles registered in the program are parked overnight during the program hours (one vehicle per program participant at the site).
8. **Participant Information.** CAPSLO will maintain an updated roster of names and vehicle numbers of all participants who are authorized to park overnight, the roster will be located at the CAPSLO offices located at Prado Homeless Services Center.
9. **Written Agreement with Participants.** Only participants who have entered into a written agreement with CAPSLO shall be allowed to use parking spaces overnight.

The written agreement between CAPSLO and participants shall include, but not limited to, the following terms and conditions:

- a. Only one vehicle is allowed per participant, exceptions to this may be authorized by CAPSLO on a case-by-case basis.
- b. At least one participant per vehicle shall possess a current driver's license, vehicle registration, and insurance for the vehicle that will be parked overnight. CAPSLO will keep a copy of all three on record.
- c. Vehicles may only be occupied by participants and approved registered household members. Guests shall not be allowed.
- d. Participants shall not use or possess any illegal drugs or alcohol either on their person or in their vehicle.
- e. Participants shall not use or possess any weapons or firearms of any kind in program vehicles.
- f. No fires of any kind shall be allowed.
- g. No music may be played that is audible outside participants' vehicles.
- h. No cooking or food preparation shall be performed outside of the participants' vehicles. Cooking inside vehicles is prohibited unless the vehicle was manufactured with cooking appliances.
- i. Camping tarps or equipment beyond the participant's vehicle are prohibited.
- j. Participants shall maintain control of animals. Animals shall be kept on a leash at all times and animal waste shall be picked up immediately and disposed of properly.
- k. Participants shall not dump sewage or other waste fluids or solids, deposit excreta outside a vehicle, or park vehicles that leak excessive fluids (i.e., gasoline, transmission or radiator fluid, or engine oil).

F. Director's Action Permit Considerations. Items to be determined by the Community Development Director as part of each Director's Action Permit review process on a case-by-case basis shall include, but are not limited to, the following:

- 1. Number of Vehicles Allowed.** The total number of vehicles allowed at each safe parking facility location. CAPSLO is proposing that the maximum number of vehicles allowed as part of the Safe Parking Program at the subject location shall not exceed twenty (20) vehicles.
- 2. Hours of Operation.** The days and hours of safe parking facility operation. CAPSLO is proposing that the hours of operation for the Safe Parking Program at the subject location shall be limited to 7:00 pm to 7:00 am, check-in for the Program shall not occur any earlier than 6:00 pm.
- 3. Separation between Facilities.** Sufficient distance between existing residential properties and proposed safe parking facilities. CAPSLO has ensured that the program boundaries provide a 50-foot buffer from the closest residential property.

- 4. Neighborhood Relations Plan.** A Neighborhood Relations Plan has been provided to address any complaints in a timely manner, including consistency with any adopted good neighbor policy.
 - 5. Monitoring and Oversight.** A Monitoring and Oversight Plan has been provided that outlines the security measures of the program at the subject location.
 - 6. Restroom, Water and Trash Facility Plan.** CAPSLO in partnership with the City of San Luis Obispo will ensure that water, restrooms and trash facilities are made available for participant use between the hours of 7:00 pm to 7:00 am. Trash and restroom maintenance will be provided at least once per week. Restrooms and trash facilities will be stored on site during the duration of the program and will be locked and secured from any public use outside of the program operating hours.
- G. Revocation of a Permit.** CAPSLO acknowledges that the Director Action Permit can be referred to the Planning Commission for reconsideration if determined by the Director upon receipt of substantiated written complaints from any citizen, Code Enforcement Officer, or Police Department Officer, which includes information and/or evidence supporting a conclusion that a violation of the Conditional Use Permit, or of City ordinances or regulations applicable to the property or operation of the facility, has occurred. At the time of review, to ensure compliance with applicable laws and conditions of Director's Action Permit, conditions of approval may be added, deleted, modified, or the Director's Action Permit may be revoked.